



# Parent-Student Handbook

## 2024-2025

### The Four R's

*R*eligion + *R*esponsibility + *R*igor  
+ *R*espect +

**Pastor:**

***Father Matthew Furey***

**Regional Superintendent:**

***Mrs. Cathleen Cassel***

**Principal:**

***Mrs. Mary Jane Daley***

**Assistant Principal:**

***Mrs. Kimberly Papineau***

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**SAINT MARTIN DE PORRES SCHOOL**  
**Parent/Student Handbook**  
**2024-2025**

***Table of Contents***

Academic Expectations	1
Graduation	1
Homework	1
Grades and Grading	2
Assessments	5
Accidents	6
Admission Policies	6
After School Program	7
Announcements	7
Attendance	7
Birthday Parties	8
Books	8
Buses	9
Change of Address, E-mail, Phone	10
Charter for the Protection of Children and Young People	11
Child Abuse Laws	11
Child Custody	11
Clubs/All Extracurricular Activities	11
Communication	12
Confidentiality	12
Contacts with the Media	12
Crisis/Emergency Information	13
Daily Schedule	13
Discipline Code for Student Conduct	13
Dress Code	19
Drug and Alcohol Policies	24
Electronic Devices	24
Electronic Communications, Internet and Computer Use	24

Emergency Closings/Delayed Openings	30
Expectations and Responsibilities for Students	30
Extracurricular Activities	31
Faculty Meetings	31
Field Trips	31
Financial Policies	32
Fire & Emergency Drills/Lockdown Drills	32
Guidance	33
Guidelines for the Education of Non-Catholics	33
Harassment/Bullying Policies	33
Illness (see Medication)	34
Immunizations	34
Lateness	34
Liturgy/Religious Education	34
Lunchroom	35
Maternity/Paternity Policies	35
Medications	35
Money	36
Parents/Guardians as Partners	36
Parent School Association (PSA)	37
Philosophy and Goals	38
Playground	38
Pregnancy Policy	38
Recommendations	40
Re-registration	40
Release of Students (during school day)	40
School Calendar	41
School Publications	41
School's Right to Amend	41
Security	41
Sex Offender Policy	41
Smoking/Vaping	42
Snack	42
Special Learning Needs	42
Spirit Wear Days	43

Summer School	43
Telecommunications Policy	43
Use of School Grounds	44
Withdrawals and Transfers	44
Summary Statement	44
Telecommunications Policy – Students Expectations in Use of the Internet	45
 APPENDIX	 49
Parent-Student Handbook Signature Page	51
Media Authorization and Release	53
Technology Use/Telecommunications Policy Agreement	55
New York State Textbook Law (NYSTL), Software Law (NYSSL), Library Law (NYSLIB) & Computer Hardware (NYSCH)	57
Photo/Video Release Form	59
Release Of Records	61
Data Privacy Consent Form 2024-2025	63
Absent Note	65
NYS Immunization Requirements	67
NYS DOH Communicable Disease Reporting Requirements	61
Pre-K Tuition Guidelines	71
K-8 Tuition Guidelines	73

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# School Policies

## Academic Expectations

Saint Martin de Porres School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent/guardian to review and sign or posted to Educate for parent viewing. A parent/guardian's signature indicates that the parent/guardian is aware of the student's progress. If a parent/guardian does not receive quizzes or tests to sign, the parents/guardians are responsible to review the open gradebook (Educate) on a regular basis to track their child's progress.

## Graduation

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

*Please note: In an effort to be considerate of our students who have been with us for multiple years, in order to receive Valedictorian/Salutatorian consideration, 8th Grade students must have attended Saint Martin de Porres School since the beginning of their 6th Grade year. The Valedictorian and Salutatorian will be determined using the aggregate average of their 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years.*

## Homework

Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to).

The time allotments for homework (written and study) are as follows:

Grade	Time Allotments for Daily Homework (written & study)
K	may be given occasional short homework assignments related to the curriculum
1 & 2	<i>approximately</i> 30 minutes
3 & 4	<i>approximately</i> 45 minutes
5 & 6	<i>approximately</i> 90 minutes
7 & 8	<i>approximately</i> 120 minutes

***Students are required to complete all their homework and all homework must be handed in on time.***

## Grades and Grading

Report cards are distributed four times a year for Grades K to 8. PreK-3 and PreK-4 report cards are distributed two times a year, as well as two progress reports in November and March. The report card is an important part of the ongoing communication between the school and the home. Dates for progress reports and report cards are indicated on the school calendar. Again, parents/guardians are expected and welcome to check Educate for progress.

### Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
  - classwork/participation
  - homework
  - quizzes
  - formative assessments
  - summative assessments

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades (with end-year tests in Religion for grades 3-5 and in all core subjects, including Religion, for grades 6-8). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1– 8.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
- Passing is any mark 70% or above or any mark of D or higher.

The parent/guardian will be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity. Again, parent/guardian is expected and welcome to check Educate for progress.

The parent/guardian is encouraged to monitor their child's progress by using the Educate Portal.

### Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

The "Conduct Grade" indicates that the student:

- follows class and school rules;
- shows care in the use of personal property;
- treats teachers with respect;
- treats other students with respect;
- exercises self-control; and
- listens attentively; and uses technology appropriately.



## **Honor Roll**

The Honor Roll policy at Saint Martin de Porres School is as follows.

Grades	Honor Role	Criteria
5 - 8	<b>Principal's</b>	<b><i>Overall grade average of 95 with no grade below 90.</i></b> "A" or "B" in Penmanship, Art, Music, Gym, and Character Development. Any grade "B-" or lower in special subjects, the student is not eligible for the Honor Roll.
5 - 8	<b>Scholar's</b>	<b><i>Overall grade average of 90 with no grade below 85.</i></b> "A" or "B" in Penmanship, Art, Music, Gym, and Character Development. Any grade "B-" or lower in special subjects, the student is not eligible for the Honor Roll.
5 - 8	<b>High Achiever's</b>	<b><i>Overall grade average of 85 with no grade below 90.</i></b> "A" or "B" in Penmanship, Art, Music, Gym, and Character Development. Any grade "B-" or lower in special subjects, the student is not eligible for the Honor Roll.

The overall grade average is based upon the demonstration of mastery of material covered in class by the completion of all required class work, homework, quizzes, and formative assessments. Good conduct is a requirement to receive honors. Therefore, a student must receive an "A" (excellent) or "B" (good) in conduct to be eligible for honors. A student who does not receive an "A" or "B" in Conduct cannot be on the Honor Roll even though marks might warrant it.

***Please note: Children with two or more late arrivals or violations in the dress code policy in a report card period are not eligible for the Honor Roll. Even with an excused note, a tardy is considered a tardy.***

## **Advanced Math Requirements**

The advanced math requirements are:

- 85% average in Math in Grades 4, 5, 6 and 7;
- a score of 3 of 4 on New York State Math tests;
- successful completion of Math 8 topics in grade 7; and
- a recommendation by the teacher and principal.

## **Report Card Distribution**

Report cards are distributed in November, February, April, and June. Parent-Teacher conferences are held in November. Report cards will be withheld if financial obligations have not been met and fees are outstanding. ***Parents have access to EDUCATE and are expected view their children's progress regularly.***

Final report cards may not be given before the assigned date of June 25, 2025. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

## **Retention/Promotion**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parent/guardian periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent/guardian conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

### ***The student has failed to pass the major subjects on each grade level.***

The following table indicates the specific failures by grade level that might result in retention at that grade level:

<b>GRADE</b>	<b>ACADEMIC PROGRESS</b>
PreK-K	Evidence that the child is not meeting expectations of the program.
1	Evidence of insufficient developmental progress and a failure in English Language Arts (ELA)
2	Failure in ELA
3	Failures in ELA and Mathematics
4, 5, 6	Failures in ELA and Mathematics, <i>or</i> Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, and Social Studies
7, 8	Failures in ELA and Mathematics <i>or</i> Failure in ELA <i>or</i> Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, and Social Studies

***The student has not demonstrated acceptable progress toward mastery of standards and/or effort toward achieving academic success.***

The following types of behavior might indicate unacceptable progress and/or effort:

- failure to complete school and homework assignments, and school projects;
- failure on multiple summative assessments;
- pervasive inattention to classroom instruction; and
- lack of preparedness for school assignments.

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

## **Assessments**

In addition to class and school exams, every student will take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided. If a parent/guardian refuses to allow their child to participate in the New York Education Department assessment, their child will not be permitted to attend school on testing dates.

### **Archdiocesan Tests**

Archdiocesan Tests		
Religion Final Exams	Grades 3-8	June
Core Subject* Final Exams	Grades 6-8	June

\* In June, the Archdiocesan Religion exam will be used as the student's End-Year Examinations in Religion for Grades 6-8.

### **Interim Assessments**

Interim Assessments – Administered Three Times per Year	
Grades K-8	NWEA MAP Interim Assessments

### **NY State Tests**

New York State Exams	
Grade	Tests
3	English Language Arts & Mathematics
4	English Language Arts & Mathematics
5	English Language Arts & Mathematics & Science
6	English Language Arts & Mathematics
7	English Language Arts & Mathematics
8	English Language Arts & Mathematics & Science Regents Exams

The faculty of the school reviews these assessments test results regularly for the purpose of fostering student growth and achievement promotion or retention in conjunction with classroom performance and grouping for reading and math.

## **Accidents**

Student accident insurance is included in the school's yearly fees. In the event of an accident at school, you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent's/guardian's own medical insurance coverage.

## **Admission Policies**

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

Admission to Saint Martin de Porres School begins with an application. Students entering Pre-Kindergarten and Kindergarten will be asked to provide birth, baptismal, and immunization records, and Kindergarten candidates will participate in a developmental assessment. All Kindergarten applicants must be five years old by December 1<sup>st</sup> in the year entering Kindergarten. Acceptance will be based upon space, parishionership, and assessment performance on any evaluations. Students applying for Saint Martin de Porres School in Grades 1-8 will be asked to submit birth, baptismal, immunization records and a transcript of their grades and standardized test scores. Following an interview and evaluation of the materials (including all IEP/504 student assistant plans), the parent/guardian will be notified about the status of the child. Students are required to have all inoculations as suggest by the Department of Health before admission to school.

Please note that when accepting students into Saint Martin de Porres School, preference is given first to those returning students currently enrolled in Saint Martin de Porres School for the previous year (which includes PreK-3 and PreK-4 students), who have met their academic requirements, financial obligations, and all Parent Involvement Program requirements. Second, for new students preference is given to siblings of those already registered in Saint Martin de Porres School for the previous year. Third, to registered and active parishioners of Saint Martin de Porres Parish. Fourth, to recently registered parishioners of Saint Martin de Porres Parish. Fifth, all other students who wish to attend Saint Martin de Porres School.

In addition, acceptance of any child at Saint Martin de Porres School is completed only upon receipt and acceptance of grades and academic and/or psychological testing results. Parents/Guardians must also understand that it is the policy of Saint Martin de Porres School in accepting students into Grades 1-8 to admit the student with the condition that he/she successfully completes a 16-week academic and behavioral probationary period. Parents/Guardians must sign and return the Parent Agreement, which accompanies their acceptance letter, acknowledging this probationary period.

Registration is usually held during the first week of February. However, applications are considered after that time, if classes are not filled.

## After School Program

An after school program is available to parents/guardians of a student. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents/guardian is expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent/guardian or a person previously specified IN WRITING by the parent/guardian. Program fees are expected to be paid in full upon being invoiced. All children must be picked up by 5:30 p.m. or you will be assessed a \$10.00 late fee for every five minutes a child stays beyond the 5:30 p.m. closing time.

## Announcements

Informational announcements are handled through the school P.A. system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office and approved by the principal.

## Attendance

In the State of New York, full-time education is compulsory from age six to age 16. Regular attendance is the responsibility of the child(ren)'s parent or guardian.

**Excused Absence:** A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads, or extreme weather. All other absences are unexcused.

**Lateness:** A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. **All late arrivals will be processed through the main office. Students must be signed in by a parent/guardian before the student may enter the lobby.**

The parent/guardian will be consulted about chronic lateness, and the child may be required to make up missed work.

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent/guardian.

Doctor or dental appointments should be scheduled for after 3:00 p.m. or on Saturdays. **Family vacations are not to be planned for those days when school is in session.** The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent/guardian or adult (must be 18 years of age or older) chosen by the parent/guardian MUST come to the school for the child. The school must be informed ahead of time about such occurrences. If a note has not been provided in advance, a note must be brought in when picking up unexpectedly.

*Students in Kindergarten through Grade 8 who miss 20 or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Students with more than 20 absences are in jeopardy of not successfully completing the school year.* Principals will meet with the student's parent/guardian to determine appropriate next steps. Certification of an absence by a physician is an exception to the 20-day limit. However, satisfactory completion of required work is mandatory.

**When a child is absent, parents/guardians are required to phone the school by 9:00 a.m.**

**Absence notes are still required upon student's return to school in addition to the phone call. Excessive absences, lateness, and early dismissals may be considered educational neglect.**

## Birthday Parties

Birthday parties for PreK through 4<sup>th</sup> grade may be held monthly in each homeroom with the teacher's permission. The parent/guardian should notify the teacher in writing. The parent/guardian may send in small individually wrapped items such as cupcakes, brownies, etc. Please check with your child's teachers for food allergies.

For students in grades 5-8, all birthday treats must be share in the cafeteria during lunchtime. The parent/guardian may send in small individual items such as cupcakes, brownies, etc. If the treats arrive after their respective lunchtimes, the birthday snack will not be served.

Items that require a teacher to cut and serve, such as whole cakes, are not acceptable. Also, ice cream is not an acceptable treat because of the inability to store in the classroom. **The parent/guardian may not bring in favors or "goodie" bags for the students.** Birthday invitations should be mailed unless all boys or all girls are invited.

## Books

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. However, all consumable books need to be covered with contact paper. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parent/guardian. If a book is lost or defaced, the school will bill the parent/guardian for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - a) the pupil's name be placed in the space provided in each book;
  - b) the teacher make a record of the number of the book;
  - c) the teacher make a record of the condition of the book;
  - d) in September, each child will put a clean cover on each textbook received;
  - e) all consumable workbooks need to be covered with contact paper;
  - f) in June, all textbooks are collected, extra materials and covers are removed; and
  - g) all workbooks are collected in June.
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cent per day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## Buses

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides and manages this service. If the student is not taking the bus home, the parent/guardian must inform the school in writing at the beginning of the school day.

To obtain student transportation, parent/guardian must file requests with the district in which they live by April 1<sup>st</sup> of the preceding school year or within 30 days of moving to the district. The parent/guardian must contact their local public school district to determine their eligibility. Students who are currently enrolled at Saint Martin de Porres School and with their school district will receive transportation forms with their re-registration pack mid-year. Transportation forms must be returned upon re-registration of student(s).

Students and parents/guardians should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

## **BUS RULES**

The bus driver deserves the same courtesy and respect that you show the teachers. Special rules have been made for your safety. Because of this, the Transportation Offices and/or the school principal reserve the right to deprive anyone of busing should these rules not be obeyed.

- No pushing or crowding when entering and leaving the bus.
- Taking a seat immediately and remaining seated always.
- Parents/Guardians should instruct siblings to look for other siblings on the bus prior to departure.
- No playing, throwing trash, paper or other objects.
- No eating or drinking on the bus.
- No profane or abusive language.
- None of the following articles are to be taken on the bus.
  - Pets
  - Glass objects or containers
  - Sharp instruments, matches, or lighters
  - Knives or weapons of any kind
  - Boxes larger than your lap
  - Medicine or drugs
  - Large instruments (however, if they do not interfere with other passengers, a flute, clarinet, saxophone, or trombone may be taken on the bus)

- No fighting.
- Observe all safety rules and regulations.
- Do not tamper with or destroy bus equipment.
- Keep the bus clean.
- Do not throw anything out the windows of the bus.
- Cooperate with the driver always.
- Do not do anything that would distract the bus driver.
- The bus driver has the authority to assign seats.
- No cell phones or electronic devices on buses.

**REMEMBER!** Students who do not know how to act in a responsible and courteous manner on the bus will have to find another way of getting to and from school.

**FIRST OFFENSE:** Warning by the bus driver and principal. Notification to parents/guardians.

**NEXT OFFENSE:** Suspension from bus as directed by the Transportation Office and/or principal.

Students are not allowed to go home on buses with friends unless ALL the following conditions are met:

- You have a permission note from a parent/guardian, signed by the principal.
- You live in the same school district as your friend.
- You have the permission of the bus driver.

Students will be required to ride their usual bus or go home with their regular driver unless written permission is given.

No one may return to the school building once you are on the bus. Forgotten items will be retrieved the next school day.

## **Change of Address, E-mail, Phone**

The office must be informed **immediately** if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification. All students must have a residential address on file within the school office. Please bring to the attention of the office any changes made over the summer so they can be sure to update our system. Please note that Saint Martin de Porres School extensively utilizes electronic communication. Failure of a parent/guardian to keep the office informed of changes in email addresses will result in the inability to receive important school information.



## **Charter for the Protection of Children and Young People**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- The parent/guardian reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment to these students as possible.
- If the parent/guardian chooses not to have their child participate in the safe environment classes, the parent/guardian will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parent/guardian decline to sign such a form, a notation of this will be made in a record maintained by the school.

### **Child Abuse Laws**

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent/guardian or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

### **Child Custody**

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent/guardian to provide the principal with a copy of the legal document from the parent/guardian for any student for which there is a legal custody agreement or for any student not residing with his/her parent/guardian.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents/guardians must identify in writing other adults who may have access to information regarding their child.
- A non-custodial parent/guardian may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

A non-custodial parent/guardian may pick up a child only if written permission has been granted by the custodial parent/guardian.

### **Clubs/All Extracurricular Activities**

All students must be picked up on time or students will be sent to aftercare and parents/guardians will be responsible for the aftercare fee.

## Communication

Since, as parents/guardians, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent/guardian conferences allow teachers and parents/guardians to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent/guardian may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent/guardian who is refused such a meeting should notify the principal.

Parent/guardian-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent/guardian-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents/guardians throughout the school year in order to keep open the lines of communication in the best interest of the students.

Respectful communication fosters a positive home-school relationship. As such, disparaging the school, students, administration, faculty, and staff either verbally or on social media is unacceptable, will harm the relationship between your family and the school, and may jeopardize the continued enrollment of your child in the school.

All parent/guardian-student communication during the school day must be done through the telephone in the main office. NO emails or texting should ever be transmitted during the school day or school-related activities. All changes regarding transportation should be made to the office by 2:00 p.m.

## Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See section on Child Abuse).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents/guardians or peers. Always, the sense of confidentiality should prevail.

## Contacts with the Media

Parents/Guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the internet. Parents/Guardians should provide such documentation to the school office; otherwise, they must fill out the media authorization release form.

## Crisis/Emergency Information

Should a crisis require evacuation from Saint Martin de Porres School, students will be brought to a safe place located in Saint Martin de Porres Church, or if necessary, Our Lady of Lourdes High School and parents/guardians should meet them at this location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System Alert (IRIS Alert) to notify parents/guardians directly about the crises.

***For further information concerning the crisis, parents/guardians can refer to our website or Facebook page.***

## Daily Schedule

The following schedule will be observed by Grades K - 8:

7:55 a.m. – 8:05 a.m.	Enter School - Arrival
8:10 a.m.	School Begins with Prayer
11:00 a.m. - 12:30 p.m.	Lunch/Recess
2:40 p.m.	Prayers/Dismissal
2:45 p.m.	Dismissal

Before **7:50 a.m.** and after **3:00 p.m.** the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:50 a.m.** and parents/guardians must arrange pickup at dismissal times. **Parents/Guardians are responsible for their children as soon as they are picked up. All students must be picked up by 3:00 p.m., otherwise they will be placed in after care and will be charged a daily fee.**

**The chain to the side parking lot will be put in place at 8:05 a.m. and all late arrivals will be processed through the main office.**

Students and parents/guardians should make every effort to ensure that students are prepared for school so that a disruption does not happen in the classroom. To avoid interruption during the school day, any messages, forgotten lunches, books boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## Discipline Code for Student Conduct

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent/guardian agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents/Guardians are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents/guardians.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking (including vaping and e-cigarettes); vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items, such as lasers or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as incomplete homework or class behavior, inappropriate language, students are often given conduct referral, detention, etc. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent/guardian must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent/guardian before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents/guardians will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents/guardians are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

No trading cards of any kind are permitted at Saint Martin de Porres School, after care program, or any other function.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent and call the parents/guardians. The Office of the Superintendent will also be notified and, along with administration, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

**It is the expectation of this school that student behavior is exemplary both on and off school grounds.**

A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet) and prohibit use of personal electronic devices including but not limited to any cellular devices or camera, camera-phones, iPad's, PDA's and the like (see also Telecommunications Policy). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

## **ADDITIONAL RULES & EXPECTATIONS**

### **I. CHURCH**

The Mass is the center of Christian life. It is the celebration at which you grow in your faith. At Mass, you are together with other members of God's family to pray and to receive Jesus in the Eucharist.

There will be many times when you will be able to plan your own Eucharistic celebrations. Remember that when you help prepare a liturgy, you are helping people praise and worship God, our Father.

This is what the Church is all about. God's people work, pray and love together. They support one another and they help one another grow.

God calls us together because He wants us to pray as a group – as a community. Learn as much as you can about God and teach others to know and love him. A few basic reminders:

- When you enter the church, use the Holy Water to bless yourself. This will remind you of your Baptism when you first became a member of God's family.
- Genuflect before entering the bench. Show God that you respect, honor and love him.
- Join in the singing and praying. At Mass, we praise and thank God as a community. We do this by joining our voices in song and prayer.
- Remember, you are trying to help one another grow. Give good example when you are in church. We are in the house of God and only our very best behavior is acceptable.

### **II. CLASSROOM**

- A. You are expected to be in your classroom, prepared for the lesson by 8:15 a.m.

Remember – a little late is too late.

Lateness is disruptive to the office and to the rest of the class. It often results in missed instruction and assignments. Students who are late are responsible for all missed work and assignments. Consistent lateness will result in a Principal, parent/guardian, and student conference to discuss corrective measures.

- B. Notebooks

Keep your notebooks neat, well organized, and well written. All notebooks must be dated and the page number of the assignment shown. Assignment pads should be used to record all assignments given by the teacher.

- C. Homework

You should try to do all assignments, whether written or study, to the best of your ability. Follow the directions of your teacher. All assignments must have a formal heading. Assignments that are messy, torn, or poorly written or without a heading will not be accepted and will have to be done again. Teachers will not accept homework from a student via e-mail or fax. All homework must be handed in on time and by the student directly to the teacher.

### **III. HALLWAYS/STAIRWAYS**

- A. At lunch, dismissal times or change of classes, you should leave the room quietly and orderly. Out of consideration for classes still in session, talking in the corridors and on the stairways should be kept to a whisper.
- B. Remember courtesy:

1. Walk on the right side of the hall.
  2. Stand aside in the corridor or on the stairway to let an adult pass.
  3. Offer to help a fellow student or teacher who is having trouble carrying books, etc.
  4. "Please" and "Thank You" are great expressions. Use them often!
- C. Remember safety:
1. Running and pushing often lead to accidents. These acts are never permitted in the school building.

#### **IV. TAKING MESSAGES TO CLASSROOMS AND OFFICES**

- A. Always knock before entering a classroom or office.
- B. Walk over to the adult in charge before giving your message or request.
- C. Address the adult by name.
- D. Be sure to use the words "please" and "thank you."

#### **V. AUDITORIUM**

- A. Enter the auditorium and take your seat in a quiet, orderly manner.
- B. QUIET talking is permitted before the program begins.
- C. All talking must stop when curtains open, the music director raises his arms, or an Adult begins to speak.
- D. Appreciation is shown by clapping only.
- E. Students leave the auditorium in a quiet, orderly manner and return directly to their classrooms.

#### **VI. LIBRARY**

We are very lucky to have a library that is so well-equipped. It has plenty of great books for study and recreational reading. Use your time wisely in the library.

The library will be open at lunch and recess time when the monitor does not have duty.

##### **Remember:**

- A. SILENCE is the first rule in the library. Talking is distracting for those who are trying to study or read. Students who are not considerate of the rule of silence must report to their teacher for an alternate assignment. Library privileges may also be suspended.
- B. Library Science is a course that will help you in your assignments. You will also find many of the skills you learn on the NYS tests.
- C. When borrowing books, remember:
  1. Books are fragile; handle them with care.
  2. Return books on time; there is a fine for overdue books.
  3. If you lose a book, you must pay for it.
  4. Students who regularly have overdue books will lose all library privileges.
  5. Report Cards will not be given out at the end of the school year unless all overdue books are returned and lost books are paid for.
- D. If you wish to use the library during a study period or at lunch time, you must check to see that a librarian is available in the library and you must present the librarian with a library pass signed by your teacher.

## **VII. COMPUTER LAB**

No student is to be in the Computer Lab unless an adult is present. Students are expected to handle the hardware and software very carefully with respect to the value of these items. Anyone misusing hardware or software in the computer lab or in the classroom will have computer use privileges suspended. Only programs approved by the computer teacher and/or principal may be used on any school computer. Students will be responsible for any damage incurred in the lab or classroom and will be required to make financial compensation for such damage.

## **VIII. GYM**

A. Physical Education is a required class in New York State. All students are expected to participate. You may be excused only if you bring a note from your doctor.

B. **GYM UNIFORMS**: Regulation tee shirts with logo and gym shorts must be worn by students in Grades K-8 for gym classes. These must be ordered through Li'l Darling Shoppe. Sweat pants and crewneck sweatshirts worn for gym classes by Grades K-8 during cold weather must be navy blue. Sweatshirts and tee shirts must have the logo. These must be ordered from Li'l Darling. Hooded sweatshirts are not allowed. Gym tees and shorts have the school logo. Gym clothing with other logos is unacceptable. White or Black sneakers are worn with the gym suit. No low rise or golf socks are allowed. No logos on socks.

PreK & K – All Pre-Kindergarten and Kindergarten students will wear the St. Martin de Porres School gym uniform daily. Warm weather wear consists of the tee shirt with the logo and matching shorts. The uniform sweat suit will be worn during the colder months. Sneakers are to be worn with the uniform. The Pre-Kindergarten and Kindergarten uniform is purchased from Li'l Darling Shoppe.

Students not prepared for class will not be permitted to participate in PE activities. The PE teacher will assign a constructive learning assignment to be completed during gym class. Repeated absence from gym class will require a parent/guardian conference with appropriate action and result in the lowering of the child's grade.

C. The Physical Education grade is based on preparation, participation, and behavior of the student.

## **IX. MUSIC**

Grades 3-8: Students are expected to participate in all musical activities and are graded on tests, participation, notebooks, and behavior in music class.

Grades PreK-2: Students are expected to participate and behave while in music class and will be graded accordingly.

All students are expected to participate in the Christmas and Band concert. If you are absent on the day of the concert, you will not be allowed to participate in the evening performance.

## **X. ART: Grades K-8**

Each student has a personality separate and distinct from all others. Creativity is by its very nature difficult to assess. Each student is evaluated on his or her cooperation, participation and behavior in class. The effort grade "A" is reserved for those students showing great interest and/or talent in their artistic endeavors.

An effort mark of "D" indicates a deficiency in one of these three areas where attitude is involved. An average grade of "B" or "C" indicates a good level of participation and cooperation.

In addition to the basic requirements, grades 5-8 are expected to make up any lessons missed or not completed. Participation in art appreciation activities is also expected and a folder will be required. A passing grade on tests and written assignments is required.

#### **XI. CAFETERIA**

Each one's behavior affects those around him/her. If the cafeteria is to be a pleasant place to eat lunch, then it's up to everyone to help.

- A. Remember to bring your lunch to school if you are not purchasing hot lunch.
- B. Talk quietly while waiting in line. Students who are rude, discourteous, and boisterous will have to go to the end of the line and will be served last.
- C. Wait your turn for hot lunch, milk or snack.
- D. While eating, students must be seated.
- E. Keep your place neat; if you spill something, clean it up.
- F. Put trash in the containers provided. Help keep the school clean by picking up paper, etc., whenever you can.
- G. Bad manners – yelling, throwing things, destroying other student's food or property will not be tolerated. Students participating in these activities will report to the office for appropriate assignment.
- H. Drinks brought from home cannot be carried in glass bottles or containers.
- I. Students are not allowed to have soda at lunchtime.
- J. Complete uniform is the proper dress for the cafeteria.
- K. No food of any kind is permitted to be brought out of the cafeteria.
- L. Ask permission to leave the cafeteria when you are finished eating.
- M. Finally, and MOST IMPORTANTLY, every student is to be respectful and obey the directions of the adult on duty always. Rudeness or disobedience will be considered a major offense and will be dealt with accordingly. Failure to observe lunchroom rules will result in loss of lunchroom privileges.

#### **XII. LAVATORY**

Follow proper lavatory procedures. No playing or loud talking is allowed. All paper used by students must be placed in the waste paper can. Absolutely no electronic devices of any nature may be taken into the lavatory. In grades 5-8, all students must sign out to use the lavatory.

#### **XIII. PLAYGROUND (recess is different this school year in accordance with safety guidelines)**

- A. Recess
  - 1. Only the parking lot, away from the cars, and the ball field may be used. No one is permitted near the sides of the building.
  - 2. The woods are always off limits.
  - 3. Students may use the ball field only if a yard parent or teacher is available to supervise them.
  - 4. AT ALL TIMES you must be in view of the adult on duty.
  - 5. NO TACKLE, contact games, or hard balls allowed.
  - 6. Throwing of snowballs, pebbles, dirt or rocks is always forbidden.
  - 7. Pushing, fighting, name-calling and taking of other people's property or clothing are also forbidden.



8. Homework and class work are not allowed to be taken out on the playground without teacher approval.
  9. No one is to enter the building at lunchtime without permission from the adult on duty.
  10. Play equipment is available. Each class is responsible for marking its equipment and taking care of it. Students should be appointed each week to take out and bring in playground equipment. Classes are responsible to pay for lost playground equipment.
  11. When the whistle blows, students should line up. Finally, and most importantly every student is to be respectful and to obey the directions of the adult on duty. Rudeness or disobedience will be considered a major offense and will be dealt with accordingly.
  12. The adults on yard duty represent the principal and the teachers. Yard parents must always be treated with respect. Their directions must be obeyed promptly.
  13. Students must abide by the safety rules for the playground.
  14. Students are not permitted to take food or drink out of the cafeteria or classroom to the playground or blacktop.
- B. Lunch Hour on Rainy Days
1. Each student must be seated at a desk.
  2. Quiet talking is permitted.
  3. You may study or play a quiet game.
  4. Students in grades PreKindergarten through 3rd grade may do an arts and crafts project or puzzle, if the teacher wishes.
  5. If students are not capable of making a mature decision on the wise use of this time, the adult or teacher may give a constructive assignment

## Dress Code

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community. **Please mark all clothing and belongings with your child's name.**

**ALL UNIFORMS ARE TO BE PURCHASED FROM THE LIL DARLING UNIFORM SHOPPE.**

**ALL CLOTHING MUST BE LABELED & SHOULD BE NEAT AND CLEAN.**

### **BOYS – GRADES 1-8**

1. Navy DRESS slacks.

Slacks should be zip up pants and should not be rolled up. No drawstring or elastic waist pants allowed. New uniform slacks should be purchased from Lil Darling Uniform Shoppe only. For the months of September, October, May and June, students in Grades 1 through 8 may wear tailored navy blue walking shorts of medium length. New walking shorts must also be purchased through Lil Darling Uniform Shoppe.

2. White DRESS shirt – long or short sleeves with buttons. At all times, the dress shirt must be buttoned at the collar with the tie flush with the button. If long sleeves are worn, they may not be rolled up, and must be buttoned at the cuff. Only at the discretion of the principal, may ties be taken off and buttons be undone. Colored or designed tee shirts may not be worn under the white shirt. During the months of September, October, May, and June, a white polo shirt with the blue Saint Martin's logo may be worn to replace the white shirt and school tie. All shirts, dress and polo, must be kept tucked into the pants or shorts, unless permission is given by the principal. Short sleeve shirts or long sleeves may be worn year round. The polo shirt must be ordered from Lil Darling Uniform Shoppe. All shirts must fit properly.
3. The white polo shirt may be worn with either the shorts or the dress slacks. The dress shirt may not be worn with the shorts. The white polo shirt should not be worn with the sweater or sweater vest.
4. Ties are worn from September through June with the dress white shirt and should be purchased from Lil Darling Uniform Shoppe or at Saint Martin's:
  - Plaid Long Tie – Grades 1-4
  - Navy Blue School Tie – Grades 5-8

It is strongly recommended that the boys purchase at least two (2) ties in case of damage or misplacement of the tie.

5. Sweaters – solid NAVY pullover vest with school logo. The uniform vest must be purchased through Lil Darling Uniform Shoppe. The vest is always worn with long pants. A solid navy V-neck sweater with the school logo may be worn in lieu of the vest. New solid navy V-neck sweaters must be purchased through Lil Darling Uniform Shoppe. White polo shirt should not be worn with sweaters or sweater vests. Sweaters should be checked periodically for holes and should be replaced accordingly.
6. Belts – solid black must be worn with slacks and shorts in grades 5 - 8.
7. Solid black dress shoes are required with solid dark black or solid navy blue socks. Shoes may be tied, buckle or sturdy penny loafer type – no slip-ons. We do not consider boots, work boots, sandals, Crocs (sandals or shoes), sneakers (including dress sneakers) or shoes that come above the ankle to be dress shoes. Shoes should be kept polished, neat, and clean. They should be checked for wear and tear, including proper fit, and replaced accordingly.
8. Socks must always be worn. Solid black or solid navy blue socks only must be worn with the winter uniform. Black or white socks only, that cover the anklebone, must be worn with the summer uniform. No low rise or no-show socks allowed. No logos, stripes, or trim on socks. No colors on socks at all. NO NOVELTY SOCKS OR ANY OTHER COLOR THAN NAVY OR BLACK ARE PERMITTED. ABSOLUTELY NO PATTERNS OR DESIGNS ON ALL SOCKS.
9. Sneakers are worn for Physical Education Classes only. They should be all white or all black, with white or black soles only. Roller sneakers, light-up sneakers, or any other color other than all black or all white are not allowed. SMDP Spirit Wear is not gym uniform and may not be worn on gym days.

10. Earrings are not permitted in school, nor is any jewelry in visible pierced body parts. Boys who wear necklaces can wear one and they can wear one bracelet or one wristband. Choker type necklaces are not allowed. Students may wear a traditional watch (analog/digital). No wearable devices/smart wearables, including smart watches and health wearables with display. Pumps and sensors are excluded from this requirement.
11. Hair should be neat, trimmed above the collar, ears and eyebrows, and must always be clean and neat. No fad or fade hair styles or head shaving or razoring is permitted. No facial hair. No hair coloring, no “hawk” of any kind, glitzing, frosting, highlighting or any change of hair color is permitted. No matted hair allowed. Only natural, God-given hair colors are allowed.

## **GIRLS – GRADES 1-8**

1. Plaid Jumper – Grades 1-4 – Uniform jumper must be at or below the knee and must be worn with the girl's tie.
2. Plaid Skirt – Grades 5-8 – The uniform skirts with pockets must be at or below the knee and purchased from Lil Darling Uniform Shoppe.

OPTIONAL: Navy blue DRESS slacks may be worn from September 1<sup>st</sup> to June 30<sup>th</sup>. During September, October, May and June, students may wear tailored navy blue walking shorts of medium length or the navy skort at medium length (2 inches above the knee). These are all purchased from Lil Darling Uniform Shoppe, this is for grades 1-8.

3. For girls in grades 1-4, the plaid girl's tie must be worn with the long or short sleeve Peter Pan blouse purchased from Lil Darling Uniform Shoppe. For girls in grades 5-8, plain white cotton blouses, with collar, long or short sleeves purchased from Lil Darling Uniform Shoppe. If long sleeves are worn, they should be buttoned at the cuff. During the months of September, October, May and June, a white polo shirt with the Saint Martin's logo may be worn to replace the white blouse. This polo shirt must be purchased from Lil Darling Uniform Shoppe. Vests must be worn. All shirts must be tucked in. Colored shirts under the uniform shirt are unacceptable. Girls cannot wear the cotton blouse without a sweater or vest.
4. The polo shirt may be worn with either the uniform skirt, shorts or skorts. The blouse cannot be worn with the shorts or skorts. The polo shirt cannot be worn with the jumper.
5. Navy knee socks or full navy tights – solid navy. In September, October, May, and June, girls may wear white socks that only cover the ankle. White ankle socks are available at Lil Darling Uniform Shoppe. Short socks should not be worn with the tights. No golf socks, no-show or low-rise socks and no logos, stripes, or trim on socks throughout the entire school year. No white knee socks.
6. Sweater:

*Grades 1-4 – NAVY vest, V-neck or cardigan with slacks. The cardigan may also be worn with jumper; not the vest or V-neck ALL sweaters must have school logo.*

*Grades 5-8 - NAVY sleeveless pullover vest is mandatory. NAVY long-sleeved V-neck pullover sweater with school logo may be worn in lieu of the vest. The vest or the V-neck must be worn from November 1<sup>st</sup> to April 30<sup>th</sup> with skirt or slacks. ALL sweaters must have the school logo. The uniform sweaters and vest must be purchased through Lil Darling Uniform Shoppe.*

7. Solid black colored, flat, sturdy dress shoes with dark color soles. The shoes may be tied, buckle or sturdy penny loafer type – no slip-ons. Boots, jellies, sling backs, work boots, sneakers (including dress sneakers), shoes that come above the ankle, ballet-type slippers, slip-ons, sandals, Crocs (sandals or shoes), and clogs are not considered uniform shoes. Heels of shoes should be low (not more than one inch) and not platform style. No clunky shoes allowed. No heels higher than 1-inch for students in Saint Martin de Porres School.
8. **Make-up is not appropriate and is not permitted.** This includes lip gloss and eye make-up, particularly mascara. Nail polish is not permitted. NO tips, gel, fake nails, French manicures, acrylic, power gel, stick-on-nails or designs.
9. Jewelry – Only small post earrings or small hoop earrings close to the lobe (**one earring per ear**), only one simple, metal chain and one bracelet or one wristband. Other jewelry, such as pins, dangling bracelets and hoop earrings or jewelry in visible pierced body parts is not permitted. Choker-type necklaces are not permitted. Small patriotic and/or religious lapel pins are acceptable. Students may wear a traditional watch (analog/digital). No wearable devices/smart wearables, including smart watches and health wearables with display. Pumps and sensors are excluded from this requirement.
10. Running or walking sneakers are worn with their gym uniform on Physical Education class days only. They should be **all white** or **all black**, with white or black soles only. Only white or black logos are acceptable. Roller sneakers, light-up sneakers or high-top sneakers are not allowed. SMDP Spirit Wear is not gym wear and may not be worn on gym days.
11. Hair should be neat, trimmed and clean and out of the eyes at all times. Blue or white hair accessories, including school uniform patterned headband and/or scrunchie, may be worn. *No oversized bows, flowers, novelty headbands, no triangular scarves may be worn.* No fad hairstyles or head shaving is permitted. Only natural, God-given hair colors are allowed.

During the cold weather, students may wear the navy blue uniform sweater purchased from Lil Darling Uniform Shoppe. *Other types of sweaters or sweatshirts may not be worn.* The uniform fleece is considered outerwear and is not worn in lieu of the navy blue uniform sweater or uniform vest.

#### **PRE-KINDERGARTEN & KINDERGARTEN**

Summer and winter gym suits and black or white sneakers. All Pre-Kindergarten and Kindergarten students will wear the Saint Martin de Porres School gym uniform on a daily basis with solid white socks. Warm weather wear consists of tee shirts with school logo and matching shorts with school logo. The uniform sweatsuit will be worn from November through April. Dress-down days will be designated by the principal. These uniforms may be purchased from Lil Darling Uniform Shoppe. No nail polish may be worn. No jewelry, except post earrings.

All Pre-Kindergarten and Kindergarten students must wear all white or all black Velcro sneakers.

## SCHOOL SPONSORED EVENTS & SPECIAL OCCASIONS

1. On various occasions throughout the school year, you will be permitted to wear jeans and sneakers on designated "dress down days." Also, it may be requested that the winter uniform be worn for special occasion during the school year.
2. Girls – no skin-revealing, see-through, strapless, crop-top, shear inserts, and backless outfits are not allowed. Hip-hugger pants, jeggings or leggings are not allowed. NO ripped or torn jeans, NO distressed jeans, and NO jeans with holes in them. NO holes in any shirts. Shorts are not allowed.
3. Boys – no belly shirts, low-riding pants, or skin-revealing outfits. NO ripped or torn jeans, NO distressed jeans, and NO jeans with holes in them. NO holes in any shirts. Shorts are not allowed.
4. If appropriate clothing is not worn, a parent/guardian will be asked to bring a change of clothing.
5. The same rules for make-up and jewelry apply for special occasions during school hours.
6. On SMDP Spirit Wear Days, students are permitted to wear SMDP Spirit Wear, gym uniform or their regular school uniform.
7. NO ripped or torn jeans, NO distressed jeans, and NO jeans with holes in them. NO holes in any shirts. Shorts are not allowed.
8. NO holes in any shirts.
9. ***The principal has the right to have a student change into their regular uniform if the rules of the dress down day are not followed correctly.***

## GYM UNIFORMS

Regulation school logo tee shirts and gym/basketball shorts with logo must be worn by students in Grades 1-8 for gym classes. *These must be ordered through Lil Darling Uniform Shoppe.* Sweatpants and crewneck sweatshirts worn for gym classes by Grades 1-8 during cold weather must be navy blue and must have the school logo. *These must be ordered from Lil Darling Uniform Shoppe.* Hooded sweatshirts are not allowed. Gym clothing with other logos is unacceptable. White or black sneakers and only white crew socks are worn with the gym suit. No golf socks, no-show or low-rise socks and no logos, stripes, or trim on socks throughout the entire school year. All gym shorts for all students may NOT be more than two (2) inches above the knee and must be loose fitting.

All Pre-Kindergarten & Kindergarten students will wear the Saint Martin de Porres School gym uniform on a daily basis. Warm weather wear consists of the tee shirt with the school logo and matching shorts with the school logo. The uniform sweatsuit will be worn from November through April. These uniforms may be purchased from Lil Darling Uniform Shoppe. Only white sneakers can be worn in Pre-Kindergarten and Kindergarten. Pre-Kindergarten and Kindergarten children only are free to wear all white Velcro sneakers.

The parents/guardians of students will be notified immediately if their child is not their designated school uniform and will be required to bring the appropriate uniform as soon as possible.

***Girls and Boys: The presence of anything that proclaims a current fad is not permitted.***

**ALL UNIFORMS ARE TO BE PURCHASED FROM THE LIL DARLING UNIFORM SHOPPE.**

**ALL CLOTHING MUST BE LABELED & SHOULD BE NEAT AND CLEAN.**

## **Drug and Alcohol Policies (E.15)**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify the teacher's observation and will notify the parent/guardian.
- If the student confirms suspicion or appears unstable, student should be brought to the attention of the School Nurse (as per the Emergency Guidelines)
- If necessary, the principal will call 911 (as per the Emergency Guidelines)
- The police may be called if the student is in possession of an illegal substance (as per the Emergency Guidelines),
- The Parent/guardian must pick up the child immediately should it be determined that the suspicion is founded. The Parent/guardian will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, party, dance, or school outing. The Parent/guardian will be notified, and appropriate action will be taken, which may include suspension or expulsion from the school.

## **Electronic Devices**

Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart Watches and other personal electronic devices).

In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

## **Electronic Communications, Internet and Computer Use**

### **General Principles**

In using the internet, computers, and the various methods of electronic communication, adults who are working with minors in Archdiocesan institutions and programs must maintain appropriate behavior, and serve as an example of Christian conduct. They must also take care to avoid any situation or conduct that might be misinterpreted, or that might be the source of scandal for themselves or others.

## **Definitions**

- a. The term “electronic communication” shall include, but not be limited to telephone, cell phone, email, text messaging, instant messaging, comments posted on blogs or websites, chat rooms, social networking sites, on-line gaming, file transfers, internet phone calls, internet video or audio conferencing.
- b. The term “indecent material” shall include, but not be limited to, inappropriate sexually explicit or suggestive images or written material. The determination of whether material is indecent shall be at the discretion of the responsible administrator of Archdiocesan institution or program, based on the moral doctrines of the Church and civil law.
- c. The term “webpage” shall include, but not be limited to, a website, a page on a social networking site, and blog.
- d. The term “minor” shall mean any person under the age of eighteen, who is not related to the adult, and with whom the adult is working or has previously worked in an Archdiocesan institution or program.

## **Proper Relationships and Electronic Communications**

- a. Because of the easy, informal, and at times anonymous nature of many forms of electronic communication, the proper relationship between adults and minors can easily become confused. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior.
- b. In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained:
  - 1. Excessive familiarity or a purely social relationship between adults and minors are not appropriate. Adults must recognize that there is a difference between being “friendly” and being “friends” with children. Minors are not peers of an adult who works with them in a church program or institution.
  - 2. It is always inappropriate for there to be a “special” relationship between an adult and a young person, or to give the appearance that a minor is a “favorite” of an adult.
  - 3. Adults are never to take on a role of a “surrogate parent” or “confidant” to a minor with whom they are working.

## **Electronic Communications in General**

- a. Any adult who misuses any form of electronic communication or computer is subject to disciplinary action, including dismissal from employment or volunteer service.
- b. Adults shall not transmit or display any indecent material to minors by any means of electronic communication.
- c. There shall be no private, direct electronic communication between an adult and a minor, except as provided below.
- d. Adults should send all electronic communication to minors through their parents or guardians.

- e. If electronic communication is necessary for the orderly operation of an activity sponsored by or connected with an Archdiocesan institution or program (e.g., to notify participants of changes of schedule, weather cancellations, etc.), the adult moderator or that activity should contact a parent/guardian first, and then subsequent communication should be from parent/guardian to parent/guardian, or minor to minor (e.g., telephone tree).
- f. An Archdiocesan institution, or an adult moderator of an Archdiocesan program, may send group emails to minors with whom they are working in an Archdiocesan institution or program (e.g., an email to all members of a club to notify them about scheduling matters or to remind them of events). Only matters relating to the activity are to be communicated, and parents/guardians are to be sent a copy of such emails, if possible. An official email account of the Archdiocesan institution or program must be used for these communications, and never a personal account. In all such direct communication with minors, a proper professional relationship must be maintained always.
- g. If an adult is serving as a chaperone on a trip sponsored by or connected with an Archdiocesan institution or program, the adult may have direct electronic communication with a minor to the extent that is necessary for safety or maintaining order (e.g., a telephone call or text message to a minor who has become separated from the group). Only matters relating to the activity are to be communicated, and such communications must be immediately terminated when the trip is concluded or such communications are no longer necessary. In all such communication with minors, a proper professional relationship must be maintained always.
- h. An Archdiocesan institution or program may establish a system for sending emergency alerts to minors through text messages, emails or voice mails (e.g., a warning about a significant imminent threat to safety at a school). Only matters relating to the emergency are to be communicated, and parents/guardians are to be sent a copy of such alerts, if possible. This system shall only be used for emergencies, and not for routine communications.
- i. If a minor initiates an electronic communication with an adult, the adult shall advise the minor that, under the policies of the Archdiocese, private direct communications are not permitted between an adult and a minor, and then seek to establish contact with the minor's parent/guardian instead. If a parent/guardian is not available, the adult shall advise the minor that further communication must be with the minor's parent/guardian, and conclude the communication.
- j. If a minor initiates an electronic communication to report a violation of the Archdiocesan Policy Relating to Sexual Misconduct or the Code of Conduct, or any civil law relating to child abuse or neglect, the adult must immediately comply with Archdiocesan policies regarding the reporting of incidents (see Section 10 of these Policies).
- k. Any questions about the application of these policies to circumstances should be directed to the responsible administrator of the Archdiocesan institution or program, or to the Safe Environment Office.

### **Internet and Computer Use**

- a. Adults who use any computer that is owned by or used in an Archdiocesan institution or program must consent to and abide by the proper usage policies of the institution.
- b. Adults may not view or download from the Internet any indecent material on any computer that is owned by or used in an Archdiocesan institution or program. Adults may never give, transmit or display such material to minors by any means. Adults may never display or save such material in any way in which a minor may have access to it.



- c. No image of a minor who is involved in an Archdiocesan institution or program may be posted on a webpage associated with that institution or program (e.g., an official school website), without the written permission of the responsible administrator of the program and the minor's parent/guardian. Such images must be removed immediately if the minor's parent/guardian refuses or withdraws their consent.
- d. No personal information about minors involved in an Archdiocesan institution or program may be posted on a webpage associated with that institution or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).
- e. Adults may not maintain links on their personal webpage to a minor's webpage.
- f. No images of a minor may be posted on the personal webpage of an adult who is working or has worked with that minor in an Archdiocesan institution or program.
- g. The policies set forth in Sections 12.4 (e) and (f) shall not apply if the adult is related to the minor.
- h. Adults should not patrol the Internet for the minors with whom they work, monitor their behavior online, or seek out a young person's personal sites for details of his or her life. This policy shall not apply if the adult is the parent/guardian of the minor.
- i. Adults may never post to any webpage any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a minor.
- j. Adults who maintain a personal webpage must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Archdiocesan institution or program in which the adult works.

### **Social Networking Sites**

- a. Archdiocesan institutions and programs may maintain social networking sites only under the following circumstances:
  - 1. Access to the site is strictly restricted to those adults and minors who are actively involved in the program;
  - 2. Access to the site is subject to the invitation and approval of the program's adult monitor.
  - 3. Private direction communications ("chat" or private messages) may not take place between adults and minors;
  - 4. To the fullest extent possible, adult must use the social networking site's privacy setting to block private direct communications;
  - 5. The adult moderator of the program oversees the content of the site and ensures that no inappropriate or indecent material is posted; and
  - 6. The adult moderator of the program ensure that no personal information or photographs of minors involved in the institution or program are posted without written permission of the minor's parent/guardian.
- b. Adults may not use personal social networking sites to have private direct communication with a minor with whom they are working or have previously worked in an Archdiocesan institution or program.
- c. Adults with personal social networking sites may not have on their groups, friends list or buddy list any minor with whom they are working or have previously worked in the Archdiocesan institution or program.

- d. Adults may not post on their personal social networking site any image of a minor with whom they are working or have previously worked in an Archdiocesan institution or program.
- e. The policies set forth in Sections 12.5(b), (c), and (d) shall not apply if the adult is related to the minor.
- f. Adults should not patrol social networking sites for minors with whom they work, monitor their behavior on those sites, or seek out a young person's personal site for details of his or her life. This policy shall not apply if the adult is the parent/guardian of the minor.
- g. Adults may never post to a social networking site any statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a minor.
- h. Adults using social networking site for their personal use must be aware that any information displayed may be evaluated in light of the individual's position in the Church. The posting of any indecent material on such a site may lead to disciplinary action by the Archdiocesan institution or program in which the adult works.

### **Telecommunications Policy Student Expectations in Use of the Internet**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents/Guardians must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents/Guardians also have the option of denying permission for their child to use the Internet independently at school.

### **Standards of Behavior**

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.

- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications and games, or CD-ROM’s from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards “list servers or social media platforms.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc., are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.

- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## Emergency Closings/Delayed Openings

To learn if school is closed due to inclement weather, loss of power or other issues, or delayed for weather reasons, you will receive an IRIS alert (ImmEDIATE Response Information System Alert) by your chosen method of communication through the main office – phone call, text, message, e-mail or all of the above.

Saint Martin de Porres School follows the directions for the Arlington Central School District. Saint Martin de Porres parents/guardians are to follow the IRIS alert to know the length of the delay or the time of the early dismissal. An IRIS alert will only be sent when information for Saint Martin de Porres School is available to our principal. **Each family is responsible for keeping the IRIS Alert Information current.**

When a school in the Archdiocese is closed for the day due to inclement weather or unforeseen situation, the following will apply: (1) all school-related extracurricular activities, interscholastic contests, team practices and field trips will be canceled; and the after school programs will be closed all day.

For emergency early dismissal, please be advised that the Authorization to Release form that is submitted in the fall will be followed unless otherwise notified.

## Expectations and Responsibilities for Students

Students attend the school in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- do their best work at all times;
- treat all members of the school community (i.e., teachers, staff, priests, parents/guardians and students) with respect which includes respecting the work of others by not cheating;
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior;
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress);
- speak in a well-modulated tone of voice;
- observe the school dress code, including standards on non-uniform days;
- help care for school property and keep the school free from damage and defacement;
- report concerns to an adult, especially if they witness what they know to be a violation of school conduct policy, violent or criminal act or become aware of a potentially violent or criminal act in school or at a school function;

- write/copy/record their homework assignments (Google Classroom and/or Google Sites is secondary to the student's planner/notebook); and
- attend field trips which are educational based and do serve a purpose.

### **Honesty**

Students are expected to be trustworthy, reliable, and honest. Stealing, lying, cheating, distorting facts, forging notes or signatures, copying reports or homework, and similar behavior are unacceptable and will result in disciplinary action. Students involved in cheating will receive a grade of zero on the related test or assignment and parents/guardians will be notified.

### **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent/guardian. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

### **Faculty Meetings**

The school will schedule early dismissal days to accommodate faculty meetings and professional development throughout the school year. The dates and times for these early dismissal days are provided on the school calendar.

Faculty meetings are scheduled on one Friday of each month, unless parents/guardians are otherwise notified. A calendar is sent home and posted on the school website. All children will be dismissed at 11:30 a.m. on these days. Aftercare does not provide lunch on a half-day dismissals.

### **Field Trips**

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary for each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.

- A written official permission slip, signed by the parent/guardian, is required before a child will be permitted to attend a field trip. **Verbal (phone), faxed or email permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.
- All students must report to their class for attendance.
- Siblings are not permitted on field trips.
- Only parents/guardians may be selected as a chaperone of a field trip in their child's class.
- Chaperones must be in compliance with the ADNY Safer Spaces Program in order to be selected for a field trip.
- Parents/Guardians that have been selected to chaperone may not meet other family/friends at the trip location.
- Students must travel to and from the field trip location via transportation provided by the school.
- Tobacco and alcohol use is strictly prohibited on field trips.
- Chaperones are not permitted to allow any child, including their own, any electronic devices on field trips.

## Financial Policies

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents/guardians make to send their children to Catholic school. The majority of the School's funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top quality Catholic education for each and every one of our students.

### TUITION SCHEDULE FOR GRADES PREK - 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees.

***See Appendix for current Tuition Policy Guidelines for PreK and Grades K-8.***

### **FEES**

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Saint Martin de Porres School.

## Fire & Emergency Drills/Lockdown Drills

Fire & emergency drills/lockdown drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students. For other emergency drills (e.g. lockdown drills), students are expected to remain quiet and follow teacher directions. Fire drills and emergency drills/lockdown drills may take place on any day and at any time regardless of weather conditions.

## **Guidance**

A guidance program is a resource available to the school students. Service may include counseling, psychological intervention and support for families experiencing change.

## **Guidelines for the Education of Non-Catholics**

Parents/Guardians must be made aware of the intentional Catholic witness in our schools. As a Catholic school within the Archdiocese of New York, our school has as its primary mission the formation of children in the Catholic faith.

All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment/Bullying Policies**

All persons have a right to be treated with dignity and in a Catholic school environment all demeaning behavior is unacceptable. Students or parents/guardians who become aware of acts of bullying or harassment involving any student must report these incidents to the principal.

The school provides a safe environment for all and participates in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment and bullying. Students determined to have been involved in harassing and/or bullying behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services and/or reported to the local authorities.

Harassment, intimidation or bullying includes, but is not limited to, written, verbal, or physical acts, which physically harm a student or damages the student's property or has the effect of substantially interfering with a student's education or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, exclusion or other forms of relational aggression, or physical attacks, actions or threats. Actions may take any form including written, oral, physical or electronic.

These behaviors, which are contrary to the teachings of the Catholic Church, are prohibited in all Catholic schools in the Archdiocese of New York and will not be tolerated regardless of time or place.

No student shall be subjected to bullying and harassment on the basis of actual or perceived traits or characteristics i.e., age, color, creed, national origin, race, religion, gender, physical attributes, physical or mental ability, ancestry, political beliefs, socioeconomic status, or familial status.

## **Illness (see Medication)**

If a child has an illness or chronic medical condition, it is the parent's/guardian's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency. In the event that a child exhibits symptoms related to infectious disease or communicable diseases (see attached), the parent/guardian is obligated to notify the school and to keep the child home until properly tested and cleared by a physician or appropriate licensed medical professional.

## **Immunizations**

Students are required to have all inoculations as required by the Department of Health before admission to and for continued attendance at the school. See Appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents/guardians and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

## **Lateness**

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year.

## **Liturgy/Religious Education**

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Students in grades 3 through 8 are required to take the Archdiocesan Final Religion Examination.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

A parent/guardian of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand and agree to the religious education program of the school at the time of enrollment.

### **Church**

The Mass is the center of Christian life. It is the celebration at which you grow in your faith. At Mass, you are together with other members of God's family to pray and to receive Jesus in the Eucharist.

There will be many times when we will be able to plan your own Eucharistic celebrations. Remember that when we help prepare a liturgy, we are helping people praise and worship God, our Father.

This is what the Church is all about. God's people work, pray and love together. We support one another and we help one another grow.

God calls us together because He wants us to pray as a group – as a community. Learn as much as you can about God and teach others to know and love Him. A few basic reminders:

- When you enter the church quietly, use the Holy Water to bless yourself. This will remind you of your Baptism when you first became a member of God's family.



- Genuflect before entering the bench. Show God that you respect, honor, and love him.
- Join in the singing and praying. At Mass, we praise and thank God as a community. We do this by joining our voices in song and prayer.
- Remember, you are trying to help one another grow. Give good example when you are in church. We are in the house of God and only our best behavior is acceptable.

## **Lunchroom**

Saint Martin de Porres School provides a hot lunch. If you wish for your child to participate in the hot lunch program, you must send lunch money to the school in an envelope marked with your child's class, and the amount of money to purchase a lunch ticket. The envelope must be clearly marked LUNCH MONEY.

- Each child is assigned a seat in the lunchroom and is expected to remain in the assigned seat until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the play yard.
- In inclement weather, the children will go directly from the lunchroom to their classroom.

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools - elementary as well as secondary - are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents/guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations.

## **Medications**

If a student needs any kind of medication during the school day, it is the parent's/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent/guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name;
- name and phone number of the pharmacy;
- licensed prescriber name;
- date and number of refills;
- name of the medication and dosage; and
- frequency of administration.

Medication should not be transported daily to and from school. Parents/Guardians should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent/guardian or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions;
- prescriber order directing the student be allowed to carry his/her medication;
- written statement from parent/guardian requesting compliance with prescriber order;
- student has been instructed in the procedure for self-administration and can assume this responsibility; and
- parent/guardian contact is made to clarify parent/guardian responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

## Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## Parents/Guardians as Partners

Just as the parents/guardians look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents/guardians to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. **If parents/guardians cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.** Parents/Guardians are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents/guardians assist their children at home, and active involvement in the school's parent/teacher organization.

Parents/Guardians are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents/Guardians should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.

- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities. If tuition payments are not made on time, parents are encouraged to reach out to the school to establish a payment plan.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Parent School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents/guardians and the school.

Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

## **Parent School Association (PSA)**

The Parent School Association provides an effective channel of communication between parents/guardians and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students;
- to provide a means for keeping parents/guardians informed of school activities, programs, etc., and if any, parent/guardian service requirement (please refer to PSA website);
- to assist the school in meeting its financial obligations, primarily through fundraising activities;
- to provide adult education programs;
- all parent activities must be done in collaboration with the school principal and all communications must be approved by the principal before they are shared with the school community; and
- for all parents/guardians to abide by the guidelines of the Saint Martin de Porres School Parent Involvement Program (PIP).

## **Philosophy and Goals**

Saint Martin de Porres School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

## **Playground**

If there are students on the playground during the day, either with gym classes or recess periods, no other children or adults that have not checked in with the main office, are allowed on the playground.

## **Pregnancy Policy**

### **Rationale:**

In accordance with the teachings of the Catholic Church, Saint Martin de Porres School holds that all life is sacred and welcomes the gift of new life regardless of the circumstances. While not condoning sexual activity outside of marriage and being sensitive to victims of sexual crimes, it is the policy of the school to assist any student who becomes pregnant or fathers a child to meet this new responsibility. Students will receive support and encouragement from the school community during a time when they may feel overwhelmed or scared. Teachers and administrators will make reasonable accommodation necessary for the health of the mother and her unborn child and to help the student achieve both his or her educational goals and fulfil his or her responsibilities as a parent.

### **Policies:**

1. When a teacher, guidance counselor, principal or other staff member is made aware that a student has become pregnant or has fathered a child, the student will be encouraged to meet with the Sisters of Life (212-737-0221) for support and encouragement during this challenging time. If he or she is willing, the Respect Life Office of the Archdiocese of New York (646-689-2613) may facilitate an introductory meeting with the Sisters of Life at the school. Other efforts of assistance may include helping the student inform his or her parents or guardians (if this has not already been done) and providing referral for appropriate medical evaluation and prenatal care.
2. If the student shares that the pregnancy is a result of a crime of a sexual nature involving a minor, we will follow the reporting policies outlined by the Safe Environment Office (646-794-2810).
3. While responding with compassion and understanding to a crisis pregnancy, under no circumstances will any staff member advise, encourage, assist, facilitate, or cooperate in any way with a student obtaining an abortion. Violation of this policy may result in adverse employment action for that staff member. Any student who assists a pregnant student to obtain an abortion may also be subject to disciplinary action. If a student is being pressured or forced into an abortion by a family member or other person, we will support the student's legal right to freely continue the pregnancy. The Sisters of Life can help to inform family members of the rights of minors in the case of pregnancy.
4. In the tragic event that a student, or the mother of a student's child, suffers an abortion or a miscarriage, and the school becomes aware, if appropriate, we will encourage him or her to meet with the Sisters of Life for support and healing from this trauma.
5. Saint Martin de Porres School does not consider pregnancy in and of itself reason for the dismissal of any student. We will work with the student and her parents to determine how she can best continue her education during her pregnancy and after the birth of her child.

6. This information is intended to cover most cases of student pregnancy, but it also recognizes the circumstances in a particular student's situation may necessitate a deviation from the policy.
7. Guidelines During Pregnancy
  - a. The student must submit a letter from her physician which informs the school of her condition, together with any necessary accommodations that the physician recommends for her health and that of her unborn child.
  - b. The decision concerning a student's continued school attendance is made by the principal after consultation with her parents or guardians, and in consideration of the best interest of the student, the unborn child, and the school's educational expectations. The principal or guidance counselor should discuss other options open to a pregnant student for educational plans during and after the pregnancy:
    - Transfer to a special school for pregnant and/or parenting students
    - Enroll in a special program for housing and education at The New York Foundling, etc.
    - Participating in regular coursework through online portals
    - Independent study or online home-schooling program
    - Home instruction (provided by the public school district)Before these options are approved, a conference with the principal, parents, guidance counselors, and other administrators is necessary. The Sisters of Life can assist with exploring the available options.
  - c. After receipt of a physician's letter concerning a student's pregnancy, the school nurse (if available), the student's guidance counselor (if available, ordinarily excluding Title I personnel), and other administrators (if necessary), should be notified immediately. Any adjustments to the student's schedule (e.g. physical education class, etc.) should be made after consultation with the parents or guardians, school nurse, and guidance counselor.
  - d. If the student continues regular studies at the school during her pregnancy, special accommodation may need to be provided especially during the 1st trimester in case of pregnancy-related illness, in the later months of pregnancy, and following delivery. These may include approved absences, extensions on assignments, and postponement or exemption from tests and exams. The guidance counsellor, school nurse and/or principal should meet with all the student's teachers to develop a consistent and unified policy in the best interests of the student's health and educational goals.
8. Procedures After the Birth of the Child
  - a. The student who chooses to resume regular studies at the school must present a letter from her physician stating that she is able to resume a full educational program.
  - b. Consultation with all parties concerned should take place prior to the student's return to school. In all cases, the best interests of the mother and child should remain a priority.
  - c. If needed, continuing assistance for the care and nurturing of the mother and child can be provided through the Respect Life Office of the Archdiocese of New York.

## Recommendations

Any and all requests for recommendations and transcripts must be approved by the principal.

Students may request only three recommendations for their various high schools, not including the TACHS recommendation.

## Re-registration

At the time of re-registration parents/guardians will be notified if their child is being invited to return to the school in September or if the child is not being invited back. Letters of Intent for the coming school year will be sent home, and at that time, there will be an opportunity to add any newly enrolled siblings. A registration packet will be sent home with those families and will need to be returned promptly. Registering a sibling does not guarantee a spot for the coming school year.

Please note that when accepting students into Saint Martin de Porres School, preference is given as follows:

**First** to those returning students currently enrolled in Saint Martin de Porres School for the previous year (which includes PreK-3 and PreK-4 students), who have met their academic requirements, financial obligations, and all Parent Involvement Program requirements.

**Second**, for new students preference is given to siblings of those already registered in Saint Martin de Porres School for the previous year.

**Third**, to registered and active parishioners of Saint Martin de Porres Parish.

**Fourth**, to recently registered parishioners of Saint Martin de Porres Parish.

**Fifth**, all other students who wish to attend Saint Martin de Porres School.

## Release of Students (during school day)

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- in the event of a student illness, the parent/guardian or an adult designated by the parent/guardian must come to the school and take the child. It is against the law to dismiss a child during school hours except in the direct custody of a parent/guardian, or an adult designated by the parent/guardian. If the parent/guardian cannot be contacted, the Administrative Assistant will contact the name listed on the child's emergency contact information card. The emergency contact information cards are completed in September and must be updated as necessary.
- for liturgies and services when altar servers leave the school, the students will sign out and in.
- when a student is released to a parent/guardian, that adult (must be 18 years of age or older) must sign the book.
- for a prearranged appointment when the student is released, the parent/guardian, or approved adult must sign the book. ***(Please note: only the principal may approve the release of a student for a prearranged appointment.)***

## School Calendar

A yearly calendar is distributed at the beginning of the school year. Updates to the monthly calendar is available on the school website.

The End-Year Examination schedule for Grades 6-8 will be sent to parent/guardian when dates have been finalized.

## School Publications

All student or parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents/Guardians, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.

## School's Right to Amend

Saint Martin de Porres School reserves the right to amend this handbook without prior notice.  
Notice of amendments will be sent as necessary.

## Security

To ensure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even parents/guardians, to report to the office. ***All doors, including the front doors, are locked and alarmed at all times.***

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual, and it is reviewed regularly with the faculty and staff

## Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents/guardians in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at:

**<http://www.criminaljustice.ny.gov/nsor> or by calling 1-800-262-3257.**

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

### **Smoking/Vaping**

New York State Law prohibits smoking or vaping in school buildings and on school property.

Smoking or vaping is prohibited at all times in the school building, in its parking lot and playing fields. This prohibition applies to faculty, staff, parents/guardians, and all visitors to the school.

Smoking or vaping on the sidewalk in front of the school building is not allowed.

*This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e-cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar system.*

### **Snack**

Snack can only be eaten at the designated time, appointed by the teacher. Drinks carried through the day can ONLY be plain water. Students may use a water bottle that closes so as to avoid spillage. The water bottle is to be no larger than 32 ounces. **No squeezable sports water bottles.** Absolutely **NO GUM** is permitted in Saint Martin de Porres School. All snacks should be healthy. Saint Martin de Porres School does not provide any utensils for snack.

### **Special Learning Needs**

Students with learning differences are children of God and members of the Church. The school makes every effort to meet individual students' needs by providing accommodation. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. If you suspect your child has a disability and you wish to have your child evaluated to determine if special education services are needed, you must contact the public-school district Committee on Special Education (CSE) in the school district where the Catholic school is located. The public-school district CSE for (insert school name) is (insert public-school district CSE here).

The CSE will arrange for and provide the recommended services for your child, including conducting special education individual evaluations, CSE meetings and developing an Individualized Education Services Plan (IESP). The IESP is the document for nonpublic school children with special education services. It is your right as a parent/guardian to ask the public-school district CSE to evaluate your child at no cost to you. You also have the option as the parent/guardian to have your child evaluated privately, at your own expense. .

Once the results of the evaluation are available, the parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations and provide a copy of the Individualized Education Services Plan (IESP). It is the responsibility of the parent/guardian to ensure that the child's IESP is kept current.

If a student transfers in from a public school with an Individualized Education Program (IEP), the parent/guardian must contact the public school district Committee on Special Education where the



Catholic school is located to have the IEP converted to an IESP. The IESP is the document for nonpublic schools.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan and will then notify the parent/guardian of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written by the Archdiocesan Director of Special Education, and a copy of the plan will be placed in the student's confidential file at the school. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

## **Spirit Wear Days**

Only Saint Martin de Porres (SMDP) School spirit wear with jeans and sneakers may be work on spirit wear days. Throughout the school year, SMDP gym shorts may be substituted for jeans.

## **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's/guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

## **Telecommunications Policy**

### **SOCIAL MEDIA GUIDELINES**

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs, or any school-branded media outlets in existence now or in the future that contain the school's name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured, and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions, or oversight to be delegated to any parent/guardian, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

## **Use of School Grounds**

Unless students are formally registered for before or after school programs, the school does not have staff available to supervise students present on the school grounds before 7:45 a.m. and after 3:00 p.m. Students must not arrive on the school grounds prior to 7:45 a.m. and parents/guardians must arrange to pick up at dismissal times.

## **Withdrawals and Transfers**

When a student transfers from one school to another, enters high school, or is withdrawn for any reason, the parents/guardians must notify the school of the student's new learning institution within five (5) days, or the appropriate authorities will be contacted. The child's absence will be marked unexcused until the school receives this notification or a request for records from the receiving school. The new school may request a copy of the permanent record and health card from the former school. Permanent records will not be released directly to parents/guardians. Such a request for records should come directly from the receiving school. An Authorization to Release Records request form must be obtained from the school Administrative Assistant. (Please see Appendix). All books must be returned. All bills must be paid before the records are transferred to another school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. The parent's or guardian's signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.).

The school reserves the right to request the parent/guardian to withdraw his/her child from the school due to serious disciplinary issues and/or unpaid financial obligations.

## **Summary Statement**

Once students have met the necessary admission requirements and have been accepted in the school, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents/guardians must always be mindful that attendance at the school is by invitation. It is not "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, the school reserves the right, and students and parents/guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents/guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending the school relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at the school surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents/guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents/guardians, by their acceptance of enrollment at the school, agree to and accept the school's rule and policy that students, parents/guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents/guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents/guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents/guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents/guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## **Telecommunications Policy – Students Expectations in Use of the Internet**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- Use of the computer at school is limited to school-related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
- Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
- After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.

- Students must abide by the generally accepted rules of network etiquette both inside and outside school.
- Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
- Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
- Parents/Guardians must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents/Guardians also have the option of denying permission for their child to use the Internet independently at school.

### ***Standards of Behavior***

- a. Be courteous and respectful in your messages to others.
- b. Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- c. Never visit inappropriate or offensive websites.
- d. Never download materials from inappropriate or offensive websites.
- e. Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- f. Illegal activities are strictly forbidden.
- g. Do not reveal your home address or phone number, or that of other students or staff.
- h. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- i. Proofread your message before you send it.
- j. Never agree to get together with someone you "meet" on-line.
- k. Only public domain software ("shareware") can be downloaded.
- l. Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- m. Do not use the Network/Internet for illegal activities.
- n. Software applications and games, or CD-ROM's from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- o. Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- p. Do not post personal messages on bulletin boards "list servers or social media platforms." Send personal messages directly to the person to whom you want to write.
- q. Do not use the network in such a way that you would disrupt the use of the network for other users.
- r. Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.

- s. Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- t. If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- u. The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- v. Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- w. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- x. *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

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# **APPENDIX**

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# Saint Martin de Porres School

2012 U.S. Department of Education Blue Ribbon School  
122 Cedar Valley Road, Poughkeepsie, NY 12603  
(845) 452-4428



Father Matthew Furey  
Pastor

Mrs. Mary Jane Daley  
Principal

## PARENT-STUDENT HANDBOOK SIGNATURE PAGE

**2024-2025 School Year**

**FAMILY NAME:** \_\_\_\_\_  
(please print)

I, the parent/guardian of the following students,

<b>Student Name</b> (please print)	<b>Grade</b>

have received, read, and understood the school policies as described in the Handbook of Saint Martin de Porres School. I agree to abide by the standards as set by the school. I realize that failure to comply with these standards will jeopardize my child's/children's continuance at Saint Martin de Porres School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (grade 2 and above)

\_\_\_\_\_  
Student Signature (grades and above)

\_\_\_\_\_  
Student Signature (grade 2 and above)

\_\_\_\_\_  
Student Signature (grades and above)

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# Saint Martin de Porres School

2012 U.S. Department of Education Blue Ribbon School

122 Cedar Valley Road, Poughkeepsie, NY 12603

(845) 452-4428



Father Matthew Furey  
Pastor

Mrs. Mary Jane Daley  
Principal

## MEDIA AUTHORIZATION AND RELEASE

### 2024-2025 School Year

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian.

*Please print the Names of Children, Parent or Guardian below.*


by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents/guardians, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to the School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign, and transfer to the School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by the School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

---

*Print Name of Child/Children [if applicable]*

---

*Signature of Parent or Guardian*

---

**Date**

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# Saint Martin de Porres School

2012 U.S. Department of Education Blue Ribbon School

122 Cedar Valley Road, Poughkeepsie, NY 12603

(845) 452-4428



Father Matthew Furey  
Pastor

Mrs. Mary Jane Daley  
Principal

## **TECHNOLOGY USE/TELECOMMUNICATIONS POLICY AGREEMENT**

**2024-2025 School Year**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

### **User**

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement as stated in the Parent-Student Handbook. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Name (please print)

Student Name (please print)

Student Signature (grades 2 and above)  
Parent/Guardian Signature (grades 1 and below)

Student Signature (grades 2 and above)  
Parent/Guardian Signature (grades 1 and below)

Grade Date

Grade Date

Student Name (please print)

Student Name (please print)

Student Signature (grades 2 and above)  
Parent/Guardian Signature (grades 1 and below)

Student Signature (grades 2 and above)  
Parent/Guardian Signature (grades 1 and below)

Grade Date

Grade Date

### **Parent/Guardian**

As the parent/guardian of this student, I have read the technology use agreement in the Parent-Student Handbook. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Date

Parent/Guardian's Name  
(please print)

Parent/Guardian's Signature

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## **NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL), LIBRARY LAW (NYSLIB) & COMPUTER HARDWARE (NYSCH)**

### **PARENTAL REQUEST FORM**

**2024-2025 School Year**

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child(ren) pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

<b>Student Name</b> (please print)	<b>Grade</b>

Signature of Parent or Guardian:	
Print Name of Parent or Guardian:	
Address:	
Date:	

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## PHOTO/VIDEO RELEASE FORM 2024-2025 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter to be photographed or videotaped at Saint Martin de Porres School. I realize that the photo may be published in the newspaper, a magazine, on our school website, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at Saint Martin de Porres School.

Student Name (please print)	Grade

Please also indicate whether other parents/guardians can video, or photograph your child.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name  
(please print)

\_\_\_\_\_  
Parent/Guardian's Signature

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## RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I hereby verify the fact that I, as parent or legal guardian of \_\_\_\_\_,  
have requested the release of the following information concerning my child and/or children:

- \_\_\_\_\_ Academic Records
- \_\_\_\_\_ Results of Standardized Tests
- \_\_\_\_\_ Health Records
- \_\_\_\_\_ Psychological Evaluation

Name of  
Previous School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please forward records to:**  
**Saint Martin de Porres School**  
**122 Cedar Valley Road**  
**Poughkeepsie, NY 12603**

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Principal

## Data Privacy Consent Form 2024-2025

Saint Martin de Porres School puts premium value to the privacy and security of personal data entrusted by its students and parents/guardians for legitimate purposes in connection with the Technology Use/Telecommunications Policy and any hardware and software used in connection therewith.

When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you.

### Processing of Personal Data

- A. Collection of Information. We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.
1. Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
  2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co- curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).
- B. Access to Information. Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:
1. evaluating applications for admission;
  2. processing confirmation of incoming students and transfer students in preparation for enrollment;
  3. recording, generating and maintaining student records of academic, co-curricular and extra- curricular progress;
  4. establishing and maintaining student information systems;
  5. maintaining directories and records;
  6. compiling and generating reports for statistical and research purposes;
  7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety and security;
  8. managing and controlling access to campus facilities and equipment;
  9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects and activities; and
  10. soliciting your participation in research and non-commercial surveys.

- C. Sharing of Information. Some examples of when we may share or disclose your personal information to others include:
1. sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others;
  2. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission;
  3. reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and
  4. conducting research or surveys for purposes of institutional development; and
  5. sharing of information to various third party vendors who provide services associated with our Technology Use/ Telecommunications Policy and any hardware and software used in connection therewith.

#### Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. We only permit your data to be accessed or processed by authorized personnel who hold such information under strict confidentiality, including all third-party vendors.

Any data security incident or breach that comes to the knowledge of us will be recorded and reported as required by law. We will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, we will notify you of such incident in an appropriate manner.

#### Consent

I have read this form, understood its contents and consent to: (a) the collection, use, processing and transfer by Saint Martin de Porres School of certain personal information about you (the "Data"); (b) any transfer of Data by any such authorized person for the purposes of implementing, administering and managing the purposes outlined above; (c) the use of such Data by any such authorized person for such purposes; and (d) the transfer to and retention of such Data by third parties in connection with such purposes.

I further agree and acknowledge that while Saint Martin de Porres School has taken all necessary and reasonable steps to ensure that all third parties protect such Data, Saint Martin de Porres School has no control over how the third party will use or disseminate my information. I agree to release and hold harmless Saint Martin de Porres School, its representatives, officers, employees, contractors, agents, and assignees, from any and all claims of action or damages of any kind arising from, or in any way connected to, the release or use of any information or records by any third party pursuant to this form and as allowed by all applicable laws.

As the parent/guardian of this student, I have read the data privacy consent form, understood its contents and provide consent to use the personal information collected as outlined and in accordance with this form. I hereby give permission to use the personal information collected as outlined and in accordance with this form and certify that I have reviewed this information with my child.

_____ Parent/Guardian Signature	_____ Date	
_____ Student Name (Printed)	_____ Student Signature	_____ Date
_____ Student Name (Printed)	_____ Student Signature	_____ Date
_____ Student Name (Printed)	_____ Student Signature	_____ Date
_____ Student Name (Printed)	_____ Student Signature	_____ Date



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Principal

## ABSENT NOTE

2024-2025 School Year

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's Note is attached.      Yes \_\_\_\_\_      No \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_

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# 2024-25 School Year

## New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the ["ACIP-Recommended Child and Adolescent Immunization Schedule."](#) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule**

Vaccines	Pre- Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) <sup>3</sup>	Not applicable		1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses		
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable		

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019, and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
  - c. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6 through 10: 10 years; minimum age for grades 11 and 12: 7 years)
  - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
  - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2024-25, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6 through 10; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 11 and 12.
  - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
  - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward New York State school polio vaccine requirements. Doses of OPV given before April 1, 2016, should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016, must not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
  - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. Measles: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
  - c. Mumps: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
  - d. Rubella: At least one dose is required for all grades (pre-kindergarten through 12).
6. Hepatitis B vaccine
  - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
  - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
  - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7 through 11: 10 years; minimum age for grade 12: 6 weeks)
  - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
  - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
  - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
  - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - d. If dose 1 was received at 15 months or older, only 1 dose is required.
  - e. Hib vaccine is not required for children 5 years or older.
  - f. [For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.](#)
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
  - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
  - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
  - e. PCV is not required for children 5 years or older.
  - f. [For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.](#)

For further information, contact:  
 New York State Department of Health  
 Division of Vaccine Excellence  
 Room 649, Corning Tower ESP  
 Albany, NY 12237  
 (518) 473-4437

New York City Department of Health and Mental Hygiene  
 School Compliance Unit, Bureau of Immunization  
 42-09 28th Street, 5th floor  
 Long Island City, NY 11101  
 (347) 396-2433

New York State Department of Health/Division of Vaccine Excellence  
[health.ny.gov/immunization](http://health.ny.gov/immunization)



# Communicable Disease Reporting Requirements

Reporting of suspected or confirmed communicable diseases is mandated under the New York State Sanitary Code (10NYCRR 2.10,2.14). The primary responsibility for reporting rests with the physician; moreover, laboratories (PHL 2102), school nurses (10NYCRR 2.12), day care center directors, nursing homes/hospitals (10NYCRR 405.3d) and state institutions (10NYCRR 2.10a) or other locations providing health services (10NYCRR 2.12) are also required to report the diseases listed below.

Anaplasmosis	Cyclosporiasis	Hospital associated	<b>Poliomyelitis</b>	Streptococcal infection
Amebiasis	<b>Diphtheria</b>	infections (as defined in	Psittacosis	(invasive disease) <sup>5</sup>
<b>Animal bites for which</b>	E.coli O157:H7 infection <sup>4</sup>	section 2.2 10NYCRR)	<b>Q Fever</b> <sup>2</sup>	Group A beta-hemolytic
<b>rabies prophylaxis is</b>	Ehrlichiosis	Influenza,	<b>Rabies</b> <sup>3</sup>	strep
<b>given</b> <sup>1</sup>	<b>Encephalitis</b>	laboratory-confirmed	Respiratory syncytial virus (RSV)	Group B strep
<b>Anthrax</b> <sup>2</sup>	<b>Foodborne Illness</b>	Legionellosis	laboratory-confirmed	Streptococcus pneumoniae
<b>Arboviral infection</b> <sup>3</sup>	Giardiasis	Listeriosis	Respiratory syncytial virus (RSV)	<b>Syphilis, specify stage</b> <sup>7</sup>
Babesiosis	<b>Glanders</b> <sup>2</sup>	Lyme disease	pediatric fatalities	Tetanus
<b>Botulism</b> <sup>2</sup>	Gonococcal infection	Lymphogranuloma venereum	Rocky Mountain spotted fever	Toxic shock syndrome
<b>Brucellosis</b> <sup>2</sup>	Haemophilus influenzae <sup>5</sup>	Malaria	<b>Rubella</b>	Transmissible spongiform
Campylobacteriosis	(invasive disease)	<b>Measles</b>	(including congenital	encephalopathies <sup>4</sup> (TSE)
Chancroid	<b>Hantavirus disease</b>	<b>Melioidosis</b> <sup>2</sup>	rubella syndrome)	Trichinosis
Chlamydia trachomatis	Hemolytic uremic syndrome	Meningitis	Salmonellosis	<b>Tuberculosis current</b>
infection	Hepatitis A	Aseptic or viral	Shigatoxin-producing E.coli <sup>4</sup>	<b>disease (specify site)</b>
<b>Cholera</b>	<b>Hepatitis A in a food handler</b>	<b>Haemophilus</b>	(STEC)	<b>Tularemia</b> <sup>2</sup>
Coronavirus	Hepatitis B (specify acute or	<b>Meningococcal</b>	Shigellosis <sup>4</sup>	<b>Typhoid</b>
COVID-19 (SARS CoV-2)	chronic)	Other (specify type)	<b>Smallpox</b> <sup>2</sup>	<b>Vaccinia disease</b> <sup>9</sup>
<b>Severe Acute Respiratory</b>	Hepatitis C (specify acute or	<b>Meningococcemia</b>	Staphylococcus aureus <sup>5</sup> (due	Varicella
<b>Syndrome (SARS)</b>	chronic)	<b>Mpox</b>	to strains showing reduced	(not shingles)
<b>Middle East Respiratory</b>	Pregnant hepatitis B carrier	Mumps	susceptibility or resistance	Vibriosis <sup>6</sup>
<b>Syndrome (MERS)</b>	Herpes infection, infants	Pertussis	to vancomycin)	<b>Viral hemorrhagic fever</b> <sup>2</sup>
Cryptosporidiosis	aged 60 days or younger	<b>Plague</b> <sup>2</sup>	<b>Staphylococcal</b>	Yersiniosis
			enterotoxin B poisoning <sup>2</sup>	

## WHO SHOULD REPORT?

Physicians, nurses, laboratory directors, infection control practitioners, health care facilities, state institutions, schools.

## WHERE SHOULD REPORT BE MADE?

Report to local health department where patient resides.

Contact Person \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## WHEN SHOULD REPORT BE MADE?

Within 24 hours of diagnosis:

- Phone diseases in bold type,
- Report all other diseases promptly to county health department where individual resides.
- In New York City use form PD-16.

## SPECIAL NOTES

- Diseases listed in **bold type** warrant prompt action and should be reported **immediately** to local health departments by phone followed by submission of the confidential case report form (DOH-389). In NYC use case report form PD-16.
- In addition to the diseases listed above, any unusual disease (defined as a newly apparent or emerging disease or syndrome that could possibly be caused by a transmissible infectious agent or microbial toxin) is reportable.
- Outbreaks: while individual cases of some diseases (e.g., streptococcal sore throat, head lice, impetigo, scabies and pneumonia) are not reportable, a cluster or outbreak of cases of any communicable disease is a reportable event.
- **Cases of HIV infection, HIV-related illness and AIDS (Stage 3) are reportable on the Medical Provider HIV/AIDS and Partner/Contact Report Form DOH-4189. The form may be obtained by contacting:**  
 Division of Epidemiology, Evaluation and Partner Services  
 P.O. Box 2073, ESP Station  
 Albany, NY 12220-2073  
 (518) 474-4284  
 In NYC: New York City Department of Health and Mental Hygiene  
 For HIV/AIDS reporting, call: (212) 442-3388

1. Local health department must be notified prior to initiating rabies prophylaxis.
2. Diseases that are possible indicators of bioterrorism.
3. Including, but not limited to, infections caused by eastern equine encephalitis virus, western equine encephalitis virus, West Nile virus, St. Louis encephalitis virus, La Crosse virus, Powassan virus, Jamestown Canyon virus, dengue and yellow fever.
4. Positive shigatoxin test results should be reported as presumptive evidence of disease.
5. Only report cases with positive cultures from blood, CSF, joint, peritoneal or pleural fluid. Do not report cases with positive cultures from skin, saliva, sputum or throat.
6. Proposed addition to list.
7. Any non-treponemal test: 1:16 or any positive prenatal or delivery test regardless of titer or any primary or secondary stage disease, should be reported by phone; all others may be reported by mail.
8. Including Creutzfeldt-Jakob disease. Cases should be reported directly to the New York State Department of Health Alzheimer's Disease and Other Dementias Registry at (518) 473-7817 upon suspicion of disease. In NYC, cases should also be reported to the NYCDOHMH.
9. Persons with vaccinia infection due to contact transmission and persons with the following complications from vaccination; eczema vaccinatum, erythema multiforme major or Stevens-Johnson syndrome, fetal vaccinia, generalized vaccinia, inadvertent inoculation, ocular vaccinia, post-vaccinal encephalitis or encephalomyelitis, progressive vaccinia, pyogenic infection of the infection site, and any other serious adverse events.

## ADDITIONAL INFORMATION

For more information on disease reporting, call your local health department or the New York State Department of Health Bureau of Communicable Disease Control at (518) 473-4439 or (866) 881-2809 after hours. In New York City, 1 (866) NYC-DOH1.

**PLEASE POST THIS CONSPICUOUSLY**

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# Saint Martin de Porres School

*2012 U.S. Department of Education Blue Ribbon School*



## PRE-K TUITION GUIDELINES FOR 2024-2025

### Pre-Kindergarten

5 Full Days

3 Full Days

### Active Parishioners

\$5,255.00

\$3,970.00

### Inactive or Non-Parishioner

\$6,365.00

\$4,975.00

**DEFINITION OR ACTIVE PARISHIONER:** Families registered in the parish, support the parish community by regular attendance at Mass, and contribute a minimum of \$800.00 between January and December by use of the Sunday envelopes. **LUMP SUM CONTRIBUTIONS ARE NOT ACCEPTABLE.**

The amount you contribute during this time period will determine your tuition budget for the following school year. CONTRIBUTIONS WILL NOT BE ACCEPTED AFTER THE DECEMBER DEADLINE to add to this measuring period. Any money contributed after this date will go toward the next calendar year.

**NEW REGISTRATIONS:** In order to be eligible for parish membership, the child being registered for school must be baptized Catholic. Families that become registered members of the parish community and support Saint Martin de Porres, using the envelope system, will be granted Active Parishioner status if during the period from January 1st to March 31st your support to the parish is at least \$200.00. You must contribute at least \$800.00 by December 31st of that year to receive active parish status for the following school year, as stated above. Anyone entering the school and parish after the March deadline or during the school year will be asked to donate a prorated amount based on the time of the year and a reduced yearly contribution will be required based on the time of enrollment. Please note the main obligation for parish membership is to attend Mass with your child/children.

Failure to comply with the above requirements will convert you to an Inactive Parishioner status and your tuition will be increased accordingly for the following school year.

**MEMBER OF OTHER PARISHES THAT ARE WITHOUT THEIR OWN SCHOOL:** According to Archdiocesan guidelines, members of other parishes without their own parish schools must meet with their pastor and come to an agreement signed by parents/guardians and pastors.

### **PRE-KINDERGARTEN FEES:**

- \$125.00 Initial non-refundable registration fee per child is due with the application.
- \$100.00 Non-refundable re-registration fee per family due at the time of re-registration.
- \$100.00 Non-refundable book, app, and school supply fee per child due by July 15, 2023.
- \$200.00 Non-refundable computer fee per child but no more than \$125.00 per family is due by July 15, 2023.
- \$150.00 Security Fee per family – spread over three payments of \$50.00 in October, January, and February.
- \$ 25.00 Non-refundable Parent/School Association (PSA) due by September 1, 2023.

***A \$25.00 late fee will be applied after July 15, 2023.  
Please make checks payable to Saint Martin de Porres School.***

## **TUITION PAYMENT PLANS:**

**PLEASE NOTE:** Upon acceptance, every new student/new family **MUST** complete an online tuition enrollment form, even if you will pay tuition in full by the August due date. If you are not sure which payment plan you want to use, pick one now and you can always change it before tuition payments begin in June. For families already enrolled in the school and not adding any new siblings, please be advised that you will remain on the same payment plan from the previous year.

**Total Payment:** If you choose to pay the tuition in full for the year, it must be paid no later than August 15, 2023.

**Payment Plans:** In order to assist families who do not wish to pay the tuition in full, you may choose one of the following payment plans.

1. Two-payment plan paid in June and February.
2. Three-payment plan paid in June, November, and March.
3. Ten monthly installments paid from June through March.

**FINANCIAL POLICIES:** The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to break the contact that parents/guardians make with us and this could result in the suspension of a child for delinquent tuition or fees.

**FEES & TUITION:** *All accounts must be kept current. If there are any outstanding fees or delinquent tuition at the time of report card distribution, the report card will be withheld until fees are paid in full and tuition is current.*

**For Parents/Guardians who do not reside in the same household:** Saint Martin de Porres School requires the custodial parent/guardian to be the one responsible for all tuition and fees. The person completing the online tuition enrollment form is the one that will be billed and, therefore, the one that is responsible for paying full tuition or fees on time.

***Your participation in ongoing religious, educational, and voluntary programs are vital to our school and to our children. As always, we thank you for your cooperation and support to Saint Martin de Porres School.***



# Saint Martin de Porres School

2012 U.S. Department of Education Blue Ribbon School



## K-8 TUITION GUIDELINES FOR 2024-2025

<u>Grades K - 8</u>	<u>Total Active Parishioners</u>	<u>Total Inactive or Non-Parishioner</u>
1 Child	\$4,300.00	\$ 5,760.00
2 Children	\$7,380.00	\$ 9,985.00
3 Children	\$10,000.00	\$13,490.00

**DEFINITION OR ACTIVE PARISHIONER:** Families registered in the parish, support the parish community by regular attendance at Mass, and contribute a minimum of \$800.00 between January and December by use of the Sunday envelopes. **LUMP SUM CONTRIBUTIONS ARE NOT ACCEPTABLE.**

The amount you contribute during this time period will determine your tuition budget for the following school year. **CONTRIBUTIONS WILL NOT BE ACCEPTED AFTER THE DECEMBER DEADLINE** to add to this measuring period. Any money contributed after this date will go toward the next calendar year.

**NEW REGISTRATIONS:** In order to be eligible for parish membership, the child being registered for school must be **baptized Catholic**. Families that become registered members of the parish community and support Saint Martin de Porres, using the envelope system, will be granted Active Parishioner status if during the period from January 1st to March 31st your support to the parish is at least \$200.00. You must contribute at least \$800.00 by December 31st of that year to receive active parish status for the following school year, as stated above. Anyone entering the school and parish after the March deadline or during the school year will be asked to donate a prorated amount based on the time of the year and a reduced yearly contribution will be required based on the time of enrollment. Please note the main obligation for parish membership is to attend Mass with your child/children.

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**MEMBER OF OTHER PARISHES THAT ARE WITHOUT THEIR OWN SCHOOL:** According to Archdiocesan guidelines, members of other parishes without their own parish schools must meet with their pastor and come to an agreement signed by parents/guardians and pastors.

### **K-8 ANNUAL FEES:** (All fees are payable to Saint Martin de Porres School)

- \$125.00 Initial non-refundable registration fee per child is due with the application.
- \$100.00 Non-refundable re-registration fee per family due at the time of re-registration.
- \$125.00 Non-refundable book, app, and school supply fee per child due by July 15, 2023.
- \$200.00 Non-refundable computer fee per child but no more than \$350.00 per family is due by July 15, 2023.
- \$150.00 Security Fee per family – spread over three payments of \$50.00 in October, January, and February.
- \$ 25.00 Non-refundable Parent/School Association (PSA) due by August 15, 2023.

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